

STATE ASSESSORS BOARD MEETING

December 15, 2006

Approved Minutes of

**Meeting held at Michigan Townships Association Building
512 Westshire, Lansing, Michigan**

www.michigan.gov/treasury/Local Government Services

State Assessors Board

Executive Secretary's E-Mail Address – peoples@michigan.gov

State Assessors Board Phone Number – (517) 373-8320

CALL TO ORDER: The meeting was called to order at 9:30 a.m., December 15, 2006, in a Conference Room, at the Michigan Townships Association Building, located at 512 Westshire, Lansing, Michigan.

ROLL CALL: Present: Henry O. Allen, Chairperson
Lisa A. Hobart, Vice Chairperson
Frederick W. Morgan, Member
Raman A. Patel, Member
Joan E. Peoples, Executive Secretary

Others Present: Richard Sharland

ELECTION OF OFFICERS FOR 2007:

Motion by Patel seconded by Morgan to elect Lisa Hobart as Chairperson and Henry Allen as Vice Chairperson of the State Assessors Board. The motion was unanimously approved.

REVIEW OF MINUTES:

The minutes of the November 17, 2006 State Assessors Board Meeting were reviewed by each board member prior to the meeting. Motion by Patel to approve the minutes as corrected. The motion was seconded by Hobart and unanimously approved.

FINANCIAL REPORT:

Motion by Morgan to receive and file the financial report with an August 31, 2006 balance of \$301,610.87. The fiscal year projections are as follows: Income \$350,000.00, Expenses \$325,000.00, Carry-over at the end of the fiscal year \$176,200.00. The fiscal year end financial data is not yet available for a year-end report. The motion was seconded by Patel and unanimously approved.

EDUCATIONAL PROGRAMS:

1. Test Committee suggested amendments to Computer and Narrative Report Writing exam questions were reviewed and approved. Motion by Hobart was seconded by Patel and unanimously approved.
2. A grading changes report is to be brought to the Board at the January meeting.
3. The narrative status report is to be transferred to the closed meeting section of this meeting. The motion was made by Hobart, seconded by Patel and unanimously approved.
- 4) The following educational requests labeled a., b. & c. were approved. The motion was made by Patel, seconded by Morgan and unanimously approved.
 - a. 3-hour Board of Review workshop by Keith Kline of the Property Tax Division, on February 8 at Vienna Township Hall in Clio, Michigan
 - b. 3-hour educational program titled The Land Division Act, instructed by Maynard Dyer in Livingston County, on January 31, 2007.
 - c. 3-hour 2007 Board of Review Training by the Michigan Townships Association.

Richard Sharland left the meeting.

CLOSED MEETING:

Motion by Hobart to go into closed meeting to administer the Level 4 Assessor Certification Examination. The motion was seconded by Morgan and there was a roll call vote: Allen-yes, Hobart-yes, Morgan-yes, Patel-yes, the motion was unanimously approved.

Motion by Hobart to return to open meeting. The motion was seconded by Morgan and there was a roll call vote: Allen-yes, Hobart-yes, Morgan-yes, Patel-yes, the motion was unanimously approved.

OPEN MEETING

Motion by Hobart, seconded by Morgan to approve James Chrestensen for Level 4 certification in assessment administration. The motion was unanimously approved.

OLD BUSINESS:

- 1) LXR computer testing training is scheduled to take place in Lansing on April 25 and 26, 2007.
- 2) The 2007 meeting schedule was reviewed. The January meeting is scheduled to be held in Detroit on January 25, 2007.

NEW BUSINESS:

- 1) Correspondence from Kristen Sieloff, CMAE 3 regarding instructor approval was reviewed. Motion by Hobart, seconded by Patel to table a response letter until policy can be reviewed. The motion was unanimously approved.
- 2) Evaluations for the Quest For a 4 educational program offered by the Michigan Assessors Association in Muskegon were reviewed.
- 3) Obrecht correspondence regarding the Open Book Exercise was reviewed.
- 4) Lynn Huston, CMAE 3 correspondence regarding the 2007 calendars was reviewed.
- 5) Motion by Hobart, seconded by Morgan to approve the reduction of the certification level for City of Zeeland based upon a Level 4 certified assessing officer assessing the single property that causes the certification level to increase from Level 3 to Level 4. A copy of the contract with the Level 4 certified assessing officer is to be forwarded to the office. The motion was unanimously approved.
- 6) A new travel expense bulletin of allowances for State Government travel was distributed.
- 7) Correspondence about the Open Book Exercise from Doris Strouse, CMAE 1 was reviewed.
- 8) A report on the distribution of the member purchased 2007 calendars was presented along with thank you cards from some of the calendar recipients.

NEW BUSINESS Cont.:

9) Motion by Patel, seconded by Hobart to approve the grader comment subject property letter for the property located at 3375 South Airport Rd. W., Traverse City. The motion was unanimously approved.

CERTIFICATIONS:

1) Motion by Allen to table certifications, remove the incorrect list and to add the corrected list to the certification list for the February State Assessors Board meeting. The motion was seconded by Patel and unanimously approved.

CLOSED MEETING:

Motion by Morgan, seconded by Hobart to go into closed meeting to discuss:

- a. Closed meeting minutes for November 17, 2006
- b. Examinations
- c. Narrative appraisal grading

Closed meeting is permitted under Act 15.243 and 15.268, which are the Freedom of Information Act and the Open Meetings Act.

The motion to go into closed meeting requires a roll call vote: Allen-yes, Hobart-yes, Morgan-yes, Patel-yes, the motion was unanimously approved.

Motion by Morgan, seconded by Hobart to return to open meeting, roll call vote: Allen-yes, Hobart-yes, Morgan-yes, Patel-yes, the motion was unanimously approved.

OPEN MEETING:

1) Motion by Patel to approve the minutes of the November 17, 2006 closed meeting. The motion was seconded by Hobart and unanimously approved.

2) Motion by Morgan, seconded by Patel to approve a time extension for appraisal # 194. The appraisal is to be received for grading no later than March 9, 2007 . The extension will allow additional time necessary thereafter for the grading and the scheduling of the oral Level 4 Examination. The motion was unanimously approved.

3) Motion by Patel, seconded by Hobart to approve an extension for appraisal #184 to be received no later than December 22, 2006 and to further grant an extension to allow time for the grading and scheduling of an oral examination. The motion was unanimously approve

4) Motion by Patel to receive and file the status report on narrative appraisals currently in the State Assessors Board grading system. The motion was seconded by Morgan and unanimously approved.

5. Motion by Hobart, seconded by Patel to implement the new Computer Examination. The motion was unanimously approved.

ADJOURNMENT:

Motion by Hobart to adjourn the meeting at 12:20 p.m. The motion was seconded by Patel and unanimously approved.

ANNOUNCEMENTS:

The next meeting is scheduled for January 25, 2007 in Detroit.

Respectfully Submitted,

Henry O. Allen, Chairperson

Joan E. Peoples, Executive Secretary